

Name: _____

How to Cite: Chicago Style Citation

Steps to Cite:

1. Create a bibliography that you will attach to your project using the proper format for each of your sources.

If you are doing a writing project:

2. Type the sentence you wish to cite. This may be a direct quote, a paraphrase of a passage of text, or a summary of something you read.
3. Click “Insert” → “Reference” → “Footnote” → “Insert”
4. Type your citation in the proper style for the type of resource you are using.
5. If you cite a source more than once, use a shortened citation after the first time.

Examples:

To Cite a Book:

Bibliography Citation:

Pollan, Michael. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Footnote Citation:

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.
2. Pollan, *Omnivore’s Dilemma*, 3.

To Cite a Website:

Bibliography Citation:

McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

Footnote Citation:

1. “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.
2. “McDonald’s Happy Meal Toy Safety Facts.”

For more examples or for how to cite different types of resources, visit:
http://www.chicagomanualofstyle.org/tools_citationguide.html